



HEADQUARTERS  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY  
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NEW YORK WING POLICY LETTER 02-08  
ATTACH TO NY WG FORM 90

23 NOVEMBER 2002

**WING POLICY CONCERNING GROUP RESPONSIBILITY FOR APPROVAL OF INVOICES**

It will be the policy of this Wing that henceforth all Group Commanders must be aware of ALL bills that the Wing is expected to pay, without exception for their Group. Towards that end, Group Commanders or their designees are to inform all vendors who wish to continue to do business with New York Wing that if they cannot manage to place the tail number of the aircraft or license plate of the van on a fuel ticket or maintenance bill, we cannot afford to do business with them any longer. There will be no exceptions to this rule.

Pertaining to aircraft or vehicle maintenance that New York Wing is expected to pay, all bills and invoices MUST be approved for payment in writing by the Group CC, LGM, LGT or designee at the Group level on New York Wing Form 90 (Invoice Approval Form), and this form must be attached to the invoice(s) in question before they are forwarded to New York Wing for payment. Bills are no longer to be sent directly to New York Wing or to National HQ. Groups are responsible to inform vendors that any bills not sent directly to their local unit for approval will be delayed in payment. Group Commanders must see or be aware of all bills if New York Wing is expected to provide payment. We are required to verify that the work in question was approved, actually done, and that someone at the Group is willing to sign off on that fact before invoices are submitted to National HQ for reimbursement. **Groups must submit bills and invoices to arrive at New York Wing within 30 days of the date of service as noted on the bill or invoice otherwise the Group can incur part or all of the payment of the bill or invoice as determined by the Wing Commander.**

**Any and all aircraft or vehicle maintenance not approved in advance by the Wing LGM, LGT or Wing Commander will not be paid by New York Wing.** If the Group incurs such a charge not approved in advance, then the Group is responsible for payment, and the invoice will be sent back to Group.

Any local exceptions to this policy must be approved in advance either by the Wing LGM or LGT as well as the Wing Commander or designee. Further, Group Commanders are required to inform the Wing FM at once if a vendor is complaining of late or missing payments.

This procedure will be used only for outside vendor payments from New York Wing, where the check is to be issued to the vendor whose name appears on the invoice in question. Reimbursements to members will still use a New York Wing Form 80, as always.

Please make sure any of your subsidiary units get a copy of this policy letter, and understand their responsibilities in this process. **All submitted copies of New York Wing Form 90 are to be typed or computer generated to ensure legibility, otherwise they will be returned unprocessed.**

DALE RENEE HUMPHRIES, First Lieutenant, CAP  
Director of Administration

<<< Signed >>>

AUSTYN W. GRANVILLE, JR., Colonel, CAP  
Commander



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron  
OPR: FM